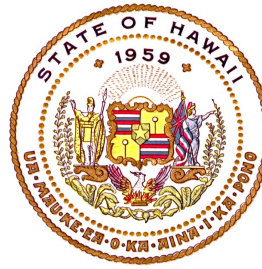


LINDA LINGLE
GOVERNOR

JAMES R. "DUKE" AIONA, JR.
LIEUTENANT GOVERNOR



**A Message From
Hawaii Attorney General
Mark Bennett**



Aloha!

We are announcing the recruitment for the State Administrator to lead Hawaii's Child Support Enforcement Agency (CSEA). This is a very important division in the Department of the Attorney General, serving families and children in Hawaii and beyond.

We are seeking qualified candidates who can administer CSEA's complex federal-state program and who possess demonstrated leadership abilities which will build effective relationships, utilize available resources to their highest potential, and take CSEA to even higher levels of performance and success.

Hawaii is unique, with unique challenges. However, we can offer a visionary leader new horizons and opportunities. CSEA is a statewide operation, operating in four counties, and with approximately 200 employees.

Please take a moment to review our recruitment information packet and if you or someone you know would like to be considered for the Administrator position, please visit our recruitment website and apply before October 10, 2006.

Hawaii's Child Support Agency Seeking New Administrator

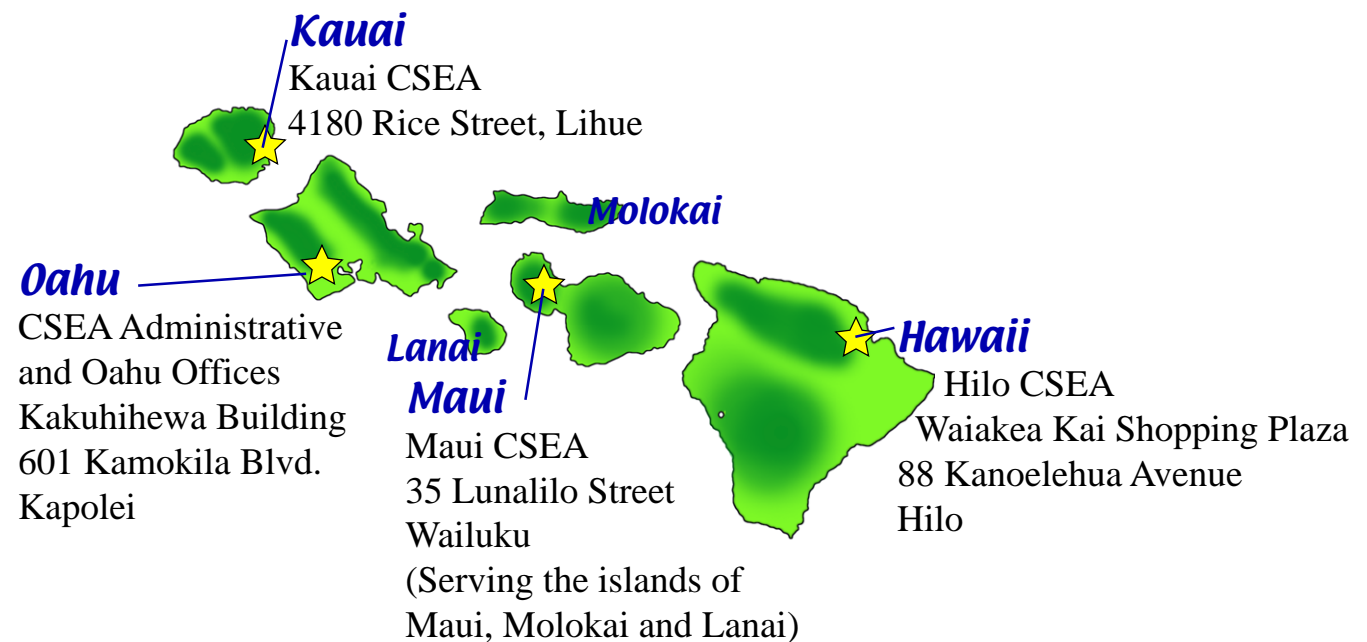
State of Hawaii

Department of the Attorney General

Child Support Enforcement Administrator



Snapshot: The Child Support Enforcement Division is a division of the Hawaii Department of the Attorney General. CSEA's main offices are located in Kapolei on the island of Oahu, but it also has three neighbor island offices serving four counties. It has a resource level of about 200 positions with an annual \$19.8 million budget. The program adheres to Federal and State laws pertaining to child support.



Hawaii's Child Support Agency Seeking New Administrator

State of Hawaii

Department of the Attorney General

Child Support Enforcement Administrator

PAY COMMENSURATE WITH QUALIFICATIONS AND EXPERIENCE

The Hawaii Department of the Attorney General is seeking a highly motivated, proven leader and administrator with excellent communication, leadership and people skills. The ideal candidate must be able to perform and lead the CSEA program in a fast-paced, dynamic environment involving the public, other government agencies and organizations. The person must also be able to articulate a strong vision and commitment to providing high quality services to CSEA clients.

Summary of Duties: *For complete information please refer to the link for "State Job Opportunities" at www.hawaii.gov/hrd/main/esd/ and to "Exempt (non-civil service) Job Opportunities".*

The Administrator plans, leads and is responsible for the entire scope of Hawaii's Child Support Enforcement program and reports to Hawaii's Attorney General. The Administrator is responsible for the planning and direction of the program, budgets, resources and staff. The Administrator informs the Attorney General of all significant program activities and developments, conducts frequent pro-

gram assessment and operational evaluations, provides leadership, guidance and motivation to managers and staff, and carries out other duties as assigned.

Required Qualification Highlights:

Bachelor's degree from an accredited college or university or equivalent substitution.

Professional experience: 3 years of progressively responsible work experience which involved interpretation and application of complex rules, regulations and requirements, preferably in a governmental setting or comparable complex organization.

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Hawaii's Child Support Agency Seeking New Administrator

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Managerial/Administrative experience: 3 years professional experience in administering and/or managing a highly complex program or organization which clearly demonstrated ongoing responsibility and accountability for the following managerial/administrative functions: program planning, execution and evaluation; program budgeting, execution and evaluation; management and allocation of resources (staffing, materials, equipment) to meet program goals and objectives within time, resource and budget limitations; and program policy administration and determination.

Supervisory experience: minimum of 2 years of supervisory experience which

included: planning, organizing, scheduling and directing work of other professional staff; assigning and reviewing their work; advising them on difficult work problems; training and developing subordinates; and evaluating work performance. Professional, managerial and supervisory experience may be obtained concurrently. Sufficiently similar experience may be accepted.

For more information about Hawaii's CSEA program please visit the Hawaii Attorney General's website at <http://www.state.hi.us/ag/> or telephone Ms. Lisa Ginoza, First Deputy Attorney General at (808) 586-1292 Monday through Friday, 7:45 a.m. to 4:30 p.m.

DEADLINE **For Online Applications:** Tuesday, October 10, 2006 11:59 p.m. (HST).
Simply visit website below

www.hawaii.gov/hrd/main/esd/

and link to "State Job Opportunities" then "Exempt (non-civil service) Job Opportunities" to find the job bulletin for this position and click on "Apply."

The State of Hawaii is an Equal Opportunity Employer.

Hawaii's Child Support Agency Seeking New Administrator

State of Hawaii

Department of the Attorney General

Child Support Enforcement Administrator

Hawaii State Government Benefits Summary Listing

**Working for the State of Hawaii means you'll enjoy
a benefits package that is quite generous.***

- ▶ Paid Holidays – 13 holidays, 14 in even-numbered years.
 - ▶ Paid Vacation Leave with accrual 21 days/year,
you may also save up to 90 days.
 - ▶ Paid Sick Leave with unlimited accrual; may be counted
towards retirement benefits under certain conditions
 - ▶ State Employees Retirement System
 - ▶ Deferred compensation program
 - ▶ Choice of individual/family health insurance plans
 - ▶ Optional Dental/Vision/Prescription plans
 - ▶ Periodic pay increases
 - ▶ Leadership development program available
 - ▶ Visit the State's human resources website
for a list of benefits.
- ▶ www.hawaii.gov/hrd/main/EEbenefits/



* Benefits are collectively bargained, provided by statute, or through other administrative programs and may change without notice.